

## Marathon County Courthouse Security Plan and Single Point Entry Procedures & Tips

On Tuesday, September 05, 2017 at 7:00 A.M. the Marathon County Sheriff's Office implemented the County's new courthouse security plan and single point entry procedures. The purpose of the courthouse screening and controlled access program is to prevent weapons from entering the courthouse.

### Screening Point Tips

In order to ensure that you have the quickest movement through the screening points, please take into consideration the following:

- Try not to bring anything into the courthouse that you don't absolutely need. The more bags you bring in, the slower the screening process will go because the bags will have to be visually inspected.
- Whenever possible, reduce the amount of metal that you have on your person. If you have metal objects on that can be easily removed, placing these objects into a clear bag until after you pass through screening and putting them on later might be advantageous and results in a quicker screening.
- Don't bring anything on the prohibited items list in with you. Our main concern is with weapon type items such as knives, aerosol weapons (pepper spray) and firearms.

### Public:

#### What are the courthouse hours and where should you park?

1. The screening point for the public is in operation from 7:45 A.M. to 4:30 P.M., Monday-Friday and is located in the west lobby of the courthouse complex.
2. The public can park in the west parking lot (2 hour) and must enter through the west doors of the complex to access the screening point. If no parking is available in this lot or you may be at the Courthouse for more than 2 hours, the mall ramp is available just west of the courthouse.
3. The east parking lot is reserved for county owned vehicles.

### Employees:

#### What do you need to know when you arrive at work?

1. Employees must park in their assigned parking spaces, mall ramp or the parking lot behind the Rstore. The east parking lot is reserved for County vehicles and the west parking lot is reserved for 2 hr. visitor parking.
2. Unless in emergencies, employees and the public are not able to enter or exit through the east lobby doors.
3. During the hours of 7:00 AM and 8:00 AM employees are able to enter the courthouse via their key card access rules through the following doors. If you attempt to enter the building at 8:01AM you must enter through the west lobby doors.
  - East loading dock door (the security checkpoint and screening area will be located by the 1<sup>st</sup> floor elevator)
  - Sheriff's Office night entrance (the security checkpoint and screening area will be located by the 1<sup>st</sup> floor elevator)
  - Underground parking entrance (the security checkpoint and screening area will be located by the 1<sup>st</sup> floor elevator)
4. If an employee arrives after 8:00 AM or leaves the building during courthouse hours they must enter through the west lobby entrance.
5. County employees who work at other county buildings must enter the building through the west lobby security screening post.
6. The west lobby security screening post will open for the public and employees at 7:45 AM and close to 4:30 PM.
7. Court Security will issue, on a case by case basis temporary parking permits for the west parking lot.

Just like going through airport security, our security screening is all about keeping weapons out. So, all weapons (firearms, knives, tasers, martial arts weapons, chemical mace/pepper spray, batons, etc.) and items that could readily be used as a weapon or that have no reason to be in the courthouse and may be a nuisance (skateboards, bicycles, etc.) are not allowed in the building. If you are a County employee you might want to give yourself a few extra minutes to park and get through security. While there are plenty of spots to park in the mall parking ramp and the wait to get through security is most often no longer than a minute or two, we want you to make it your meeting, court hearing, or other appointment on time, so it's best to give yourself an extra 10 minutes.

Increased security is always inconvenient. But we owe it to all those who come to the courthouse — litigants, jurors, staff, and the public — to provide them with a safe environment. The new measures strike the right balance: doing what we can to keep weapons out, while continuing to offer the public full access to all the services we provide.

If you have any question about whether a certain item is allowed into the courthouse, feel free to contact the Marathon County Sheriff's Office Court Security Office at 715-261-1313. The full [Courthouse Screening and Controlled Access Policy](#) is also available online at the [Marathon County website](#) and on the [Sheriff's Office homepage](#).

During this new process your patience and understanding is much appreciated.